

Appendix 2: Agenda of the Meeting

IPCC EMISSION FACTOR DATABASE

1st Meeting of the Editorial Board

HAYAMA, JAPAN, 28 - 30 JANUARY, 2003

OBJECTIVES:

- To share understanding of the objectives, responsibility and role of the EFDB Editorial Board and relevant procedures and working practises
- To consider the criteria to be used in assessment of proposals by data providers in order to ensure the integrity and scientific soundness of the EFDB
- To consider how to ensure consistency of the assessment criteria over time and between Editorial Co-ordinators and Sector Experts
- To consider good strategies for population of the EFDB

PARTICIPANTS: Members of the IPCC EFDB Editorial Board, Members of the Steering Group of the IPCC project on Establishment of a Database on Greenhouse Gas Emission Factors

LOCATION: Institute for Global Environmental Strategies (IGES)
2108-11, Kamiyamaguchi, Hayama, Miura, Kanagawa, 240-0115 Japan
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PRODUCTS: A meeting report which contains criteria to be used in assessment of proposals by data providers in order to ensure the integrity and scientific soundness of the EFDB

ORGANISERS: Technical Support Unit of the IPCC National Greenhouse Gas Inventories Programme, and IGES

AGENDA

Tuesday, 28 January

10:00 – 10:30

Registration

Opening Session

10:30 – 11:00

Agenda 1 Opening of the meeting
- Opening Remarks (by Co-chair of the IPCC Task Force on Inventory)
- Self-introduction (by every participant)

11:00 – 11:10

Agenda 2 Election/confirmation of Office Bearers

11:10 – 11:20

Agenda 3 Adoption of the agenda (by Board Co-chair)

11:20 – 11:35

Coffee Break

Session 1 (Plenary session)

11:35 – 12:10

Agenda 4 Introductory presentations (by the TSU)
- Background of the EFDB project
- Modalities and procedures to manage and populate the EFDB including objectives, responsibility and role of the EFDB Editorial Board
- Objectives and expected outputs of this meeting

12:10 – 12:40

Agenda 5 Demonstration of the EFDB (by the TSU)

12:40 – 14:00

Lunch break**Session 1 (Plenary session, Continuation)**

14:00 – 15:00 Agenda 6 Discussion on the modalities and procedures to manage and populate the database

15:00 – 15:40 Agenda 7 Discussion on general aspects of criteria to be used in assessment of proposals by data providers

15:40 – 16:00

Coffee break

16:00 – 17:30

Discussion on general aspects of criteria to be used in assessment of proposals by data providers (Continuation)

18.15 -

Reception**Wednesday, 29 January****Session 2 (Breakout group session)**

9:30 – 9:45 Agenda 8.1 Sectoral discussion
- Guidance to breakout group discussion

9:45 – 11:00 - Breakout Group Discussion on the criteria to be used in assessment of proposed data for each sector (including development of a check sheet, elaboration of the list of “property” information that should accompany the data records, etc)

Breakout Group 1 (BOG1) on Energy sector

Breakout Group 2 (BOG2) on Industrial sector

Breakout Group 3 (BOG3) on Agriculture sector

Breakout Group 4 (BOG4) on Land-Use Change and Forestry sector

Breakout Group 5 (BOG5) on Waste sector

11:00 – 11:20

Coffee break

11:20 – 12:30

Breakout Group Discussion (continuation)

12:30 – 14:00

Lunch break**Session 3 (Plenary session)**

14:00 – 15:30 Agenda 9.1 Presentation of the outcomes of breakout group discussions
Q&A, and discussion

15:30 – 15:50

Coffee Break**Session 4 (Breakout group session)**

15:50 – 18:00 Agenda 8.2 Sectoral discussion
- Breakout Group Discussion to further elaborate the criteria to be used in assessment of proposed data for each sector

